

Guidance document - Additional national elements (other than A-deviations and Special National Conditions)

1. Scope	1
2. Types of additional national elements	1
3. Policy guidance	3
4. Process guidance	3

1. Scope

This guidance document aims at clarifying the definitions and process for handling additional national elements which consist of

- a) additional national information i.e. national forewords, national footnotes and national informative annexes;
- b) national normative annexes; and
- c) supplementary national deliverables.

NOTE: This guidance document does not apply to Harmonization Documents (HDs).

Other national elements, as listed below, are excluded from the scope of this guidance document:

- deliverables such as those from:
 - 1) CEN/TC 250 (Eurocodes), which are special cases with their own rules, which are detailed in [CEN-CENELEC Guide 28](#) 'Guidelines for the public access of Eurocodes and their National Annexes and Harmonized European Standards under the Construction Products Regulation'.
 - 2) CLC/TC 11 (Overhead electrical lines), which is allowed to include 'National Normative Aspects' (NNA) as subparts of a series of European Standard (D148/C047, 048 and 049).
- Annexes included in an EN which contain national information, e.g., summary of national practices as in EN 16907-1 developed by CEN/TC 396 (Earthworks) or set of possible national requirements as in EN 50110 developed by BTTF 62-3 (Operation of electrical installations).
- A-deviations and Special National Conditions (SNCs).

2. Types of additional national elements

Additional national elements are included/published at national level for easier understanding and use of the concerned European Standard (EN). They shall neither contradict, nor alter provisions of the EN.

2.1 Additional national information

This clause refers to information *included in the national implementation* of a European Standard.

2.1.1 National forewords

See CEN-CENELEC Internal Regulations – Part 3, Annex ZC 'Publication of European Standards as national standards (normative)'.

Where a national foreword is provided, it may contain information for easier understanding and use of the concerned European Standard. It shall neither contradict, nor alter provisions, nor add additional requirements to the European Standard.

2.1.2 National footnotes

See CEN-CENELEC Internal Regulations – Part 3, Annex ZC 'Publication of European Standards as national standards (normative)'.

National footnotes may contain information for easier understanding and use of the concerned European Standard (EN). They shall neither contradict, nor alter provisions nor add additional requirements to the EN.

2.1.3 National informative annexes

See CEN-CENELEC Internal Regulations – Part 3, Annex ZC 'Publication of European Standards as national standards'.

National informative content added in the form of an annex to the national implementation of a European Standard.

These annexes contain information provided for easier implementation of the EN and shall neither contradict, nor alter provisions, nor add additional requirements to the European Standard.

2.2 National normative annexes

See CEN-CENELEC Internal Regulations – Part 3, Annex ZC 'Publication of European Standards as national standards'.

National normative content added in the form of an annex to the national implementation of a European Standard (EN), provided this possibility is explicitly foreseen in the EN and the use of this possibility is subject to a BT approval.

These annexes shall neither contradict, nor alter provisions of the European Standard but only specify certain elements foreseen in the EN.

Such content can, for instance, include:

- values and/or classes where alternatives are given in the European Standard;
- country specific data (geographical, geological, climatic, etc.), e.g. snow map, meteorological data, seismic hazard map;
- the national procedure/practice to be used where the choice of adopting alternative procedures is allowed in the European Standard.

2.3 Supplementary national deliverables

Supplementary national deliverables are separate national publication(s) from the European Standard (EN). They are fully under the responsibility of the relevant NSB/NC. These deliverables shall neither contradict, nor alter provisions nor add additional requirements within the scope of the EN.

Supplementary national deliverables shall contain in their titles a clear link to the concerned European Standard as well as be mentioned in the National Foreword of the national implementation of that standard.

3. Policy guidance

3.1 In general, additional national elements shall be kept to a minimum.

3.2 Where it is impossible to avoid the inclusion of national normative annexes, these shall be requested according to clause 4.

3.3 NSBs/NCs shall ensure that additional national elements do neither contradict nor alter provisions of the European Standard.

4. Process guidance

4.1 During the development of a European Standard, CEN and/or CENELEC Members carry out a critical examination of the national situation in view of the EN implementation and bring national needs and specificities to the attention of the concerned European Technical Committee (TC). Only if the national situation(s) cannot be accommodated by the EN, there is the possibility that the EN explicitly foresees national normative annexes provided they do not contradict the concerned EN.

National normative annexes can only be added, provided they are foreseen in the European Standard (EN) and this option is ratified by a BT decision.

4.2 When the (published) EN foresees the existence of national normative annexes, the NSB/NC shall, at the moment of notification of national implementation, notify (via iProjex) the introduction of national annex(es). This information will be reflected in and available via Projex-online to all Members. If a supplementary national deliverable is clearly identified as a national supplement to an EN, this information shall also be notified (via iProjex).

4.3 At any time, upon request from other NSBs/NCs, the relevant NSB/NC shall provide information on additional national elements.

4.4 The following cases, that may be considered as infringements to the rules, shall be reported to BT as soon as possible:

- when additional national information contradict, alter provisions or add additional requirements to the EN;
- when national normative annexes are either:
 - normatively referenced/included in the national implementation of an EN, but were not foreseen in the EN;
 - although foreseen in the EN, contradict or alter provisions of the EN.
- when supplementary national standards contradict, alter provisions or add additional requirements to the EN.

4.5 BT may require TC advice and shall carry out an assessment to confirm the infringement and take a decision on the way forward.

4.6 When reviewing an EN, explicitly foreseeing the possibility to have national normative annexes, the European Technical Committee shall confirm whether this possibility is still needed.